

City of Chattanooga, TN
Personnel Class Specification

Class code 0279

FLSA: Non-Exempt

CLASSIFICATION TITLE: PERSONNEL TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide administrative and technical support to personnel functions relating to posting job announcements, processing applications, administering qualifying exams, and processing new hires.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Creates and/or modifies announcements of available positions within the City; prepares announcement for posting and/or advertising; tracks time frame for posting of position.

Obtains position code, job description, physical and environmental demand worksheet, and other documents relating to each available position; reviews documents to become familiar with requirements; makes copies of materials as needed.

Receives applications from candidates for employment with the City; reviews applications for completeness and ensures minimum qualifications have been met; answers questions and inquiries from applicants; evaluates training and experience to assign rating; processes application according to departmental and City-wide policies and procedures; prepares and mails letters of regret for unqualified candidates; shreds purged application files.

Verifies applicants' address and other information; generates request for driver's license and record check from local law enforcement agency; prepares request for reference checks; runs record checks as required; types and mails reference letters; tracks process to ensure timely delivery of information.

Schedules interviews with qualified applicants; reviews and becomes familiar with interview questions; communicates interview schedule to appropriate department; attends interviews to assure uniformity.

Prepares schedule for tests and examinations of qualified candidates; generates letter to candidate notifying them of test date and time; reserves test room; copies

test books and provides appropriate equipment and supplies; administers tests and written exams to candidates; calculates test sheets and records scores; documents test scores manually and inputs information into computer; maintains accurate and complete records of completed tests and inventory of test materials.

Generates applicant eligibility list; selects specified number of qualified applicants; makes copies and files in master eligibility file; distributes to appropriate personnel as required.

Extends offers of employment to selected candidates; schedules office visits for new hires; prepares confirmation letters and declaration forms for new hires; types warrant vouchers for psychological exams where appropriate; enrolls police and fire new hires in academies as required.

Prepares certification documents and forwards to records officer for new hire processing; copies and distributes certification document to department head; files original document.

Composes, types and/or prepares correspondence, memoranda, procedure and program updates, reports and other documents related to personnel issues; reviews for accuracy and completeness; maintains copies for departmental use and future reference by authorized individuals.

Reviews circulated current event folders, brochures, bulletins, newspapers or related documents

Assists in establishing procedures for conducting interviews, job requisition flow chart, and other personnel-related areas; makes recommendations for changes and/or improvements to existing procedures.

Attends meetings with supervisor(s), other departments, and/or other personnel as required; attends workshops and seminars as required to keep apprised of changes in personnel areas and issues.

ADDITIONAL FUNCTIONS

Serves as relief for switchboard operator during breaks, lunch, and other absences as required.

Assists in gathering salary survey data, special projects information, and other information used in decision making and policy formulation.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving personnel administration, public administration, or a related area required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.